

TRANSPORTATION MANAGER

DEFINITION

To plan, assign, direct, participate in and review the activities of the Transportation Section which is responsible for the City's comprehensive transportation, traffic planning program and traffic engineering activity.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Public Works/City Engineer.

Provides direct and indirect supervision of management, professional, and technical personnel.

ESSENTIAL DUTIES

1. Reviews subdivision and building plans and rezoning requests for impacts upon the transportation system, including traffic and parking conditions.
2. Coordinates Transportation Section activities with other city departments, divisions and sections and with outside agencies.
3. Supervises and participates in transportation and traffic studies performed by consulting engineers.
4. Provides staff support and participates in committees, commissions, and citizen groups relative to transportation matters.
5. Supervises the collection, tabulation and analysis of transportation, traffic and parking data.
6. Supervises the planning for installation, removal and replacement of traffic signs, markings and traffic control devices.
7. Confers with public, property owners, school groups, public officials, civic organizations, and transportation providers regarding transportation and traffic engineering problems.
8. Conducts field observations regarding transportation, traffic and parking related requests, complaints and concerns.
9. Maintains a current understanding of transportation and traffic engineering problems and solutions.
10. Determines present and future transportation and traffic engineering needs of the city.

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ESSENTIAL DUTIES (continued)

11. Prepares a variety of reports, correspondence and studies dealing with transportation planning, and traffic engineering services.
12. Trains and evaluates management, professional and technical subordinates.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles, practices and techniques of transportation planning and traffic engineering.
- B. Pertinent federal, state and local regulatory codes and ordinances.
- C. Recent developments, current literature and sources of information regarding transportation planning, and traffic engineering.
- D. Principles of organization, administration, budget and personnel management.

Ability to:

- E. Apply transportation planning and traffic engineering knowledge to specific technical problems.
- F. Select, train and evaluate management, professional and technical subordinates.
- G. Deal tactfully and effectively with the general public, civic and community groups, public officials and consultants.
- H. Write reports and correspondence in clear, concise, technically accurate prose.
- I. Orally communicate clearly, concisely and effectively.
- J. Find and develop funding sources for assigned programs.

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Ability to (continued):

K. Direct, assign and manage varied programs.

EXPERIENCE AND TRAINING

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years experience in traffic engineering or transportation planning including at least two years of supervisory experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in traffic engineering, planning, or public administration including or supplemented by special study in traffic engineering and/or transportation planning.

LICENSE OR CERTIFICATE

At the time of appointment and on a continual basis, must possess a valid Class C California Driver's License. Incumbent must also meet the insurability requirements as determined by the City. Registration as a professional traffic engineer in the State of California is also desirable

OTHER REQUIREMENTS:

Must be willing and able to work beyond the standard 40 hours including evenings; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; work hours beyond the usual 40 hour work week travel to various locations and participate in meetings to conduct City business during day and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person,

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and to small or large groups and be clearly understood; read and comprehend technical and complex documents; perform complex scientific calculations; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, such as a lap top, documents, plans or other engineering related materials, weighing up to 20 pounds.

### PROBATIONARY PERIOD: One Year

757CS93

May 1987

Revised May 2007

August 2007

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt